



North Carolina Department of Health and Human Services
Division of Human Resources
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Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Kathleen A. Gruer, Director

MEMORANDUM

TO: HR Managers

FROM: Pearla M. Alston

DATE: November 27, 2006

RE: **BASIC Employment Verification Pilot Program Implementation AND
Change to Acceptable I-9 List B Documents**

Beginning January 1, 2007, NC State Government is required to electronically verify the legal employment eligibility of all employees hired on or after January 1, 2007.¹ The program, administered by the U.S. Citizenship and Immigration Services (CIMS), is aimed at reducing the risk of employing unauthorized aliens and is in addition to the I-9 requirement.

However, the BASIC Pilot program changes the acceptable I-9 List B documents. Beginning January 1, 2007, we may only accept "List B" documents with a photo. OSP has blocked out the unacceptable List B documents. A copy of the updated I-9 list of acceptable documents is attached to the e-mail.

The automated CIMS Internet-based system allows verification checks against the Social Security Administration and the Department of Homeland Security's databases. It is a relatively simple process of entering the employee's I-9 information into the BASIC Pilot system and waiting for the results. Additional steps will depend on whether the employee is confirmed eligible or not. There are three levels of access to the system: Corporate Administrator, Program Administrator, and General User. Only registered users will have access.

- Corporate Administrators will be individuals from the central HR office who will have general program oversight, register program administrators, update personal profiles, and reset passwords.

¹ S.L. 2006-259 § 23.1(a).

- Program Administrators will be division, facility, and school HR staff who will be responsible for entering the employees' information into the system, performing the verification checks, and resolving nonconfirmations to close cases.
- General Users will have access to the system for entering data to run verification queries. (DHHS will not use General Users at this time.)

To begin implementing the program, I need the name of the individual you choose to serve as the primary Program Administrator and a back-up for your division, facility, or school. Ideally, the Program Administrator and the back-up are the individuals who currently handle the I-9 verification process. Please provide me with the name of your Program Administrator and the back-up by close-of-business **Friday, December 1, 2006**. Place the names in the Excel spreadsheet attached to the e-mail and e-mail the spreadsheet back to me.

All Program Administrators (and the back-ups) must complete a two-hour on-line tutorial and mastery test. However, they cannot start the tutorial until they have been registered in the system by a Corporate Administrator. The tutorial will provide details on using the system. Program Administrators and the back-ups must complete the required training by Friday, **December 15, 2006**. Please note, so that you will understand the requirements of the program, you are to sit with the Program Administrators as they go through the tutorial. Let me know when the training is completed so that I can update my status list.

As you can see, we have a very short timeframe for implementing this requirement by January 1, 2007. I will need you to adhere to the timeframes provided so that we stay on schedule. Moreover, it is very important that we comply with this requirement. Penalties between \$500 and \$1,000 per individual could be imposed for non-compliance. But aside from the penalties, a better reason for complying with the program is to maintain a legal workforce and ultimately protect jobs for authorized U.S. workers.

Additional information and instructions will be provided as we are made aware of them. In the meantime, please let me know if you have any questions or concerns. It is a lot of information to process, but I tried to keep it as simple as possible and focused on only the immediate needs. (Note: The slides for the "Introduction to BASIC" are attached to the e-mail for your convenience.) I can be reached at (919) 733-2660 or by e-mail. Thank you for your prompt attention to this matter.

cc: Kathy Gruer
 Don Webb
 Rickye Collie
 Bill Guy
 Phyllis Briggs
 Angela Miller
 John Grimes
 Michael Edmonds
 Division, Facility, and School Directors